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Approved For Release 2001/09/03 : CIA-RDP78-04995A000100020014-8

31 Jan. 1967

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MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Request for Position Ceiling Increase in
Central Processing Branch, Office of Personnel

1. This memorandum submits a recommendation for your approval; such recommendation is contained in paragraph 7.

2. The Central Processing Branch of the Office of Personnel has a serious need for additional personnel in order to continue to provide the quality of service desired. Simply stated, we have had a rapid increase in workload with no compensating increase in manpower. Six additional full-time employees are needed as soon as possible to continue to meet the present increasing demands for services and to meet the additional workload resulting from the extension of the

[REDACTED]

3. A few statistical examples can be cited to indicate the magnitude of the increased workload over the two-year period from 1964 to 1966. Foreign travel reservations during FY 1966 increased 42% over FY 1964 and 19% over 1965. The bulk of this increase reflected in large part the Agency's commitment in Vietnam and other parts of Southeast Asia. Domestic travel reservations increased 11% between FY 1964 and FY 1966. The processing of travel orders for foreign travel grew from FY 1964 to FY 1966 by 53% — in raw numbers from [REDACTED] separate orders. Travel order amendments alone increased 40% from FY 1964 to 1966. The significance in using the two-year comparison is that over this period of time the on-duty manpower authorization remained the same. In the area of passport and visa activity, requests for new passports increased 51% and requests for new visas increased in this two-year period 33%. Most of the increase in passports and visas was between FY 1965 and FY 1966.

4. In addition to the above, the obtaining of

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[REDACTED] has increased by 23% during the two-year period. In the Finance area, one in which we have been hardest hit in terms of increased workload, the percentage increase in numbers of claims in the Invitee Travel category in FY 1966 over FY 1964 was 73%. The increase of actual accountings of Invitee Travel claims from FY 1964 to FY 1966 was 113%. (The cost of Invitee Travel claims increased 86% over this same period,

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If an increase in ceiling is authorized, we plan to assign the additional personnel as follows:

<u>Office of the Chief</u>	1	08-12
	1	END
	1	08-04
<u>Personnel Section</u>	1	08-03
<u>Finance Section</u>	1	08-01
<u>Personal Property Section</u>	2	08-07
TOTAL	6	

7. It is recommended that you authorize the Office of Personnel an increase in ceiling and staffing complement of six for the Central Processing Branch.

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Elliott D. Echols
Director of Personnel

The recommendation in paragraph 7 is approved.

R. L. Bannerman
Deputy Director
for Support

Date

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ACTION	DIRECT REPLY	PREPARE REPLY	
APPROVAL	DISPATCH	RECOMMENDATION	
COMMENT	FILE	RETURN	
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	COMMENT	FILE	RETURN	
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Remarks:

The attached proposed revisions to HR [REDACTED] and HR [REDACTED] are in accord with the suggestions contained in the Director of Personnel's memo attached. These proposed revisions result from the transfer of responsibilities from OL to OP for arranging shipment and storage of employee's personal effects, including shipment of POV's.

No comment is made concerning paragraph 3 of OP's memo in view of the MFR dated 9 May 1967 attached, and the current study of CPB being made by representatives of OL, OP, and OF.

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